



Recreation Center Rental

ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501 (510)747-7529

www.alamedaca.gov/recreation

email - ARPD@alamedaca.gov

FAX (510)523-4071

Office Hours: Mon–Thurs., 8:00 a.m.–6:00 p.m.

1. The following centers may be reserved on weekends:
 - **Bayport** – 301 Jack London Avenue, Hours: 9:00 a.m.–10:00 p.m. (music to 10)
Maximum Capacity – Dining 70, Assembly 130
 - **Harrison**, Lincoln Park-1450 High St., Hours: 9:00 a.m.–11:00 p.m. (music to 10)
Maximum Capacity – Dining 100, Assembly 140
 - **Leydecker** - 3225 Mecartney Rd, Hours: 9:00 a.m.–12:00 a.m. (music to 11)
Maximum Capacity – Dining 70, Assembly 130
2. **Holiday Rentals available** on the weekends and day of: New Year's Eve, Dr. Martin Luther King, Presidents' Birthday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day/Day After and Christmas Eve/Day. Any holiday rental will be charged an additional 15% per hour.
3. **Proof for residency is required.** This can be a utility bill.
4. **All requests** to be made in person, by fax, or by emailing the ARPD, during regular business hours. Information is above. Contact ARPD for availability.
5. **Reservations** require a minimum of 7 days in advance.
6. **Administration fee of \$15** is required for any changes to permit prior to 7 days of event. No changes allowed after 7 days prior to event.
7. **All fees must be paid in full at the time the reservation is issued.** A Refundable Cleaning and Security Deposit of \$300 is required at the time of booking. Cash, personal check (payable to ARPD), VISA, MasterCard, or Discover, cashier's check and money order are acceptable. **NO PARTIAL PAYMENTS ACCEPTED.**
8. **Two-hour minimum** is required and issued to adults 21 years and over. Set-up and clean-up time must be included in the total number of hours of the permit. Functions involving minors must provide a minimum of one chaperone (21 years and older) per 10 minors.
9. **Outside Vendors:** The use of outside vendors/contractors (clowns, inflatable jumpers, caterer, etc.) by any rental groups must be approved by ARPD prior to date of use, and may include additional fees. Additional insurance requirements must be met seven (7) working days prior to date of use, which is a Certificate of Liability listing the City of Alameda as additional insured for \$1million and must include endorsements.
10. **No Advertising or selling** of any product or service is allowed.
11. **No on-going permits** will be allowed to reserve the facility on a regular month-to-month or week-to-week basis. Groups or individuals may not reserve the same facility more than two times per quarter.
12. **Early entrance not allowed.** An assigned ARPD staff person will arrive 15 minutes before the permit time and will be in charge of the facility during the entire permit time. Groups will not be admitted earlier than the starting time of the permit and will be required to leave at ending time.

13. **No Smoking is allowed** in our parks and buildings or within 20 feet of entrance and windows. No outside barbeques allowed in our parks.
14. **Alcohol*** may be served providing that certain insurance guidelines are met. Contact ARPD for details. Consumption of alcoholic beverages is restricted to inside the recreation centers with the exception of the enclosed patio at Harrison Center. Alcohol may not be sold.
15. **All plans for decorations must be approved by the ARPD prior** to installation and decorations must be removed at the end of the permit time. Nails, tacks, staples, electrical tape or marring materials are not to be used or attached to walls or fixtures on any City property. Confetti, candles and other open flames are prohibited.
16. **Deposit Refunds:** Lessee is expected to return the reserved room to pre-use condition in order to receive refunds. The lessee must agree to take full responsibility for the behavior exhibited by his/her guests. If staff deems a situation uncontrollable and must call for police intervention, the total deposit will be automatically forfeited. NOTE: Refunds may take up to 30 days to be processed.
17. **Cancel:** Cancellations 30 days or more prior to event will pay \$15 Admin fee.
Cancellations 15-29 days prior to event will pay \$15 Admin fee, and forfeit full security deposit. Cancellations less than 14 days will forfeit full deposit and all fees paid.
18. **Music is only allowed inside buildings.** Music must be concluded at 10:00 p.m. at Bayport and Harrison Centers and at 11:00 p.m. at Leydecker Center. No amplified music allowed outside.
19. Requests will be on a first-come, first-served basis using the following priority system:

Group B	Priority 2	<u>Alameda Unified School District</u> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.	Meetings \$45 / Hour	Events \$55 / Hour
Group C	Priority 3	<u>Alameda Non-Profit</u> All public youth groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc.	Meetings \$45 / Hour	Events \$55 / Hour
Group D	Priority 4	<u>Alameda Private Resident</u> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.	\$90 / Hour	---
Group E	Priority 5	<u>Non-Residents and Non-Alameda Non-Profit Groups</u> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.	\$115 / Hour	---
Group F	Priority 6	<u>Commercial Business</u> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.	\$125 / Hour	---

Additional Fees May Apply

Administration Fee, each change to permit within 7 days of event	\$ 15
Alcohol Liability, Online process must be obtained 14 days prior to event (approx..)	\$125*
Cancellation Fees, see item 17 above	varies
Holiday Fee	+15%
Outside Vendor – inflatable jumpers	\$ 25

*Alcohol permits, or a Certificate of Liability for serving alcohol is obtained by client through an online process. The City of Alameda does not collect this fee and has no knowledge when these fees change.